

# California Housing Finance Agency

## Job Opportunity

### Office Technician (Typing)

Salary Range	\$2598 – 3157
Final File Date	Open until filled
Division	Asset Management
Specific Location	Culver City
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Suzanne Pratt at 916-324-2538 or <a href="mailto:spratt@calhfa.ca.gov">spratt@calhfa.ca.gov</a> . California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Suzanne Pratt California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA. *Please specify that you are interested in vacancy #133 on your application.
Duties	<p>Under the general supervision of the Housing Finance Officer, the Office Technician serves as the Culver City office's Receptionist and provides general clerical support to office staff. Duties include:</p> <p><u>Essential Functions:</u></p> <p>75% As the Receptionist, answers incoming phone calls directed to the Agency's general number. This includes disseminating information to the general public regarding CalHFA's programs, routing phone calls to appropriate staff and relaying telephone messages (usually via computer e-mail), and serving as back-up for phone lines that ring forward when busy or unanswered. Refer callers and visitors to other agencies when necessary. Greet visitors and clients, directing them to appropriate staff in the Agency. Prepares and sends CalHFA marketing and informational materials upon request. Prepare weekly itinerary for CC office staff. Distribute in-coming FAX material. Accepts in-coming mail, sorts and distributes to staff. Prepares and sends out-going mail including posting, preparing mailing slips for Federal Express, UPS, and other express mailing services and overnight bag to Sacramento.</p> <p>15% Provides staff support to Asset Management Officer, Asset Manager, and Inspector including composing and/or typing memoranda, letters, envelopes, forms; preparing reports; travel arrangements; and other material as requested; follow up phone calls to projects and others as directed. Data entry of annual budgets and audits. Revisions to Contact Sheets.</p> <p><u>Marginal Functions:</u></p> <p>5% Maintains project files, keeping them orderly and up to date.</p> <p>5% Perform other duties as assigned.</p>
<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	
1/22/2007	